

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

December 10, 2002

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 5:00 p.m. by President Jinny Dalbeck on December 10, 2002 in the La Cañada High School Information Resource Center at 4463 Oak Grove in La Cañada, California. Present were Board Members Jinny Dalbeck, Andy Beattie, Ron Dietel, Meredith Reynolds, and Scott Tracy, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 5:01 p.m. in the La Cañada High School Information Resource Center Workroom. Present were the five Board Members, Superintendent Sue Leabo, Deputy Superintendent of Educational Services Jim Stratton, and Chief Business Officer Dave Banis. Closed Session adjourned at 7:00 p.m.

**MEMBERS PRESENT:** Mrs. Jinny Dalbeck, President  
Mr. Scott Tracy, Vice President  
Mrs. Meredith Reynolds, Clerk  
Mr. Andy Beattie, Member  
Mr. Ron Dietel, Member

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:04 p.m. in the La Cañada High School Information Resource Center. Present were four Governing Board Members, Dr. Leabo, Mr. Stratton, Mr. Banis, and Secretary to the Superintendent Judy Mellick. Mr. Dietel left the meeting to attend an elementary school performance. There were approximately 6 people in the audience. Mrs. Dalbeck asked La Cañada Flintridge Mayor Dave Spence to lead the Pledge of Allegiance to the Flag.

**REPORT OUT OF CLOSED SESSION**

Mrs. Dalbeck reported that there was no action taken in Closed Session.

**APPROVAL OF AGENDA**

It was moved and seconded (Beattie/Reynolds) to approve the agenda. It was moved and seconded (Beattie/Reynolds) to amend the agenda to add a presentation from Mayor Dave Spence. The motion to amend the agenda was adopted unanimously. The motion to approve the agenda as amended was adopted unanimously.

**APPROVAL OF MINUTES**

Mrs. Dalbeck stated that the minutes of the November 12, 2002 regular meeting of the Governing Board had been distributed to the Governing Board Members in advance for review. It was moved and seconded (Tracy/Reynolds) to amend the minutes as follows:

Page 32, Item 1b Technology Purchasing Plan, R75-02-03: "The cost per year would be approximately \$153,333, of which the district's commitment would be \$100,000."

The motion to amend the minutes was adopted unanimously. The minutes of the November 12, 2002 regular meeting were approved as amended.

## **PRESENTATIONS**

Mayor Dave Spence presented a plaque to Mrs. Dalbeck on behalf of the La Cañada Flintridge City Council in recognition of her outstanding service as President of the La Cañada Unified School District Governing Board.

Mr. Tracy presented a plaque to Mrs. Dalbeck on behalf of the District in appreciation of her service as President of the Governing Board of La Cañada Unified School District, and thanked her for her contributions to the students, staff and community of La Cañada Flintridge.

## **REPORTS**

### **1. Superintendent's Report**

- a. Calendar for Sale of General Obligation Bonds – Dr. Leabo is recommending that the bonds be sold in August 2003. The process would start in February/March with George K. Baum and Co. The item will be on the agenda for the April 22 Board meeting for first reading, with the second reading on May 13. County approval would take place in June and the official statement would be mailed in July. This would put the closing in August.
- b. Release of Information to the Military – Dr. Leabo reported that School districts are required to provide student directory information to the military if asked. Related to the “No Child Left Behind” legislation, Districts must notify parents/guardians that the directory information would be released to the military if requested. The High School will be sending a notice to parents to give them the opportunity to request that their information not be given out. The District must provide information to the military unless a parent/guardian has requested that they be excluded. The directory information consists of name of student, address, telephone number, grade level, and athletic and other extra-curricular participation.

Dr. Leabo reported that the District is facing budget cuts with the state of California's budget shortfall. The District may be facing a \$1 million reduction. There is no information at this time on what will be cut. The District will keep the community informed as more is known. The District will work with parent groups to provide information on where cuts will be made.

2. **Student Representative Report** – Ms. Linden reported that ASB has compiled a list of concerns to address with administration, such as cheating on campus, dress code, SSR, and a possible new class for SAT prep and college applications. ASB is working with PTA Council on a nutrition survey. ASB is also interested in working on possible ways to expand the 30-mile limit for prom locations. The ASB has also expressed concerns regarding the Honors English program.
3. **President's Report** – Mrs. Dalbeck reported that she attended the CSBA conference in San Francisco. She attended the Suburban School Districts luncheon, at which Assembly member S. Joseph Simitian from Palo Alto spoke. He is proposing ACA4, a measure to lower the necessary vote to pass a parcel tax from 2/3 to 55%. He spoke about the Education Master Plan, and commented that this is a good time to have a philosophical discussion as to whether the programs outlined in the plan are a good idea or not.

Mrs. Dalbeck also reported that Five Star Coalition would be meeting with Senator Jack Scott and Congressman Adam Schiff. Five Star is also trying to set up a meeting with Assembly Member Carol Liu.

## DISTRICT GOALS PROGRESS

Mr. Stratton reported on the District goal of Fiscal Management. The goal is to “provide financial management that is fiscally sound, entrepreneurial and supportive of a stable educational program.” Implementation of this goal involves actively pursuing appropriate grants, such as the Beginning Teacher Support and Assistance Consortium, Title III Consortium with Glendale, English Language Acquisition, Pasadena Foothills Association of Realtors, Specialized Secondary Program Planning Grant, American Association of School Libraries Award Grant, and the Junior League of Pasadena, Inc. Community Grant.

## OPPORTUNITY TO ADDRESS BOARD

The following audience members addressed the Board:

None

## PROPOSED ACTION ITEMS

### 1. First Reading

- a. **\*First Interim Budget Report, R99-02-03.** It was moved and seconded (Beattie/Tracy) to approve the First Interim Budget. Mr. Banis reported on budget revisions. He pointed out that this budget report does not include any mid-year cuts proposed by the Governor. The figures in the report are as of October 31. The motion to approve the First Interim Budget was adopted unanimously.
- b. **\*Audit Report, R100-02-03.** It was moved and seconded (Tracy/Reynolds) to accept the Audit Report. Mr. Banis reported that state law requires school districts to be audited annually. The audit report states that the District has conformed to all practices and accounting standards and presented all finances fairly and accurately. The report indicates that the District is in compliance with internal controls. There was only one finding in the Cafeteria fund. The District has addressed every finding from last year. The motion to accept the Audit Report was adopted unanimously.

At this point, Mr. Dietel returned to the meeting.

- c. **\*Resolution #10-02-03 Reimbursement of Expenses Incurred by Board Representatives.** It was moved and seconded (Dietel/Beattie) to approve Resolution #10-02-03 Reimbursement of Expenses Incurred by Board Representatives. Mr. Banis reported that the District is required to adopt a resolution annually for reimbursement of expenses. This resolution enables Board members to be reimbursed for expenses incurred while in performance of their duties (such as conference attendance). The motion to approve Resolution #10-02-03 was adopted unanimously.
- d. **\*Resolution #11-02-03 Authorized Signatures.** It was moved and seconded (Beattie/Reynolds) to approve Resolution #11-02-03 Authorized Signatures. Mr. Banis explained that California Education Code requires the District to designate officers who are authorized to sign documents. The motion to approve Resolution #11-02-03 was adopted unanimously.
- e. **\*Approval of Calendar for Sale of General Obligation Bonds – August 2003, R102-02-03.** It was moved and seconded (Tracy/Dietel) to approve the Calendar for the Sale of General Obligation Bonds – August 2003. It was moved and seconded (Reynolds/Beattie) to amend this item to add April 22, 2003 for first reading of the Resolution. The motion to amend the item was adopted unanimously. The motion to

approve the Calendar for the Sale of General Obligation Bonds was adopted unanimously.

- f. **New and Revised Board Policies – 7000 Series – Facilities, R101-02-03.** Dr. Leabo reported that staff is in the process of updating all Board policies this year. The 7000 Series, which deals with facilities, contains new and revised Board policies. This item is being presented for first reading.
- g. **\*Approve Board Meeting Calendar for 2003-2004, R104-02-03.** It was moved and seconded (Tracy/Beattie) to approve the Board Meeting Calendar for 2003-2004. The motion to approve the Board Meeting Calendar for 2003-2004 was adopted unanimously.
- h. **\*Approve Five Star Coalition Legislative Agenda for 2002-03, R106-02-03.** It was moved and seconded (Beattie/Dietel) to approve the Five Star Coalition Legislative Agenda for 2002-03. Mrs. Dalbeck reported that Five Star has created a short list of the most pressing concerns to prioritize the legislative agenda. The motion to approve the Five Star Coalition Legislative Agenda for 2002-03 was adopted unanimously.
- i. **\*Approval of District Library Plan, R107-02-03.** It was moved and seconded (Dietel/Beattie) to approve the District Library Plan. Mr. Stratton reported that this application is necessary to receive money from the state if and when it should become available. The District Library Plan is already in place. The motion to approve the District Library Plan was adopted unanimously.
- j. **\*Specialized Secondary Programs Planning Grant Application, R108-02-03.** It was moved and seconded (Tracy/Reynolds) to approve the Specialized Secondary Programs Planning Grant Application. Mr. Stratton reported that this is a grant the state is offering for planning for specialized programs, with a career focus. The grant is based on career opportunities in the media and entertainment industry. The motion to approve the Specialized Secondary Programs Planning Grant Application was adopted unanimously.

## 2. Second Reading

- a. **Technology Purchasing Plan, R75-02-03.** It was moved and seconded (Beattie/Dietel) to approve the Technology Purchasing Plan. Mr. Stratton explained that Mr. Brauneisen had presented the plan at the last Board meeting. The motion to approve the Technology Purchasing Plan was adopted unanimously.
- b. **New and Revised Board Policies – 2000 Series – Administration, R89-02-03.** It was moved and seconded (Reynolds/Beattie) to approve the New and Revised Board Policies – 2000 Series – Administration. Dr. Leabo explained that this series, which relates mostly to the responsibilities of the superintendent, had been presented to the Board for first reading at the last meeting. The motion to approve the New and Revised Board Policies – 2000 Series – Administration was adopted unanimously.
- c. **New Board Policy 5131.11 – Electronic Signaling Devices, R90-02-03.** It was moved and seconded (Dietel/ Reynolds) to approve New Board Policy 5131.11 – Electronic Signaling Devices. Dr. Leabo reported that this policy relates to allowing students to bring cell phones to school, but to be in an off position during instructional times. The motion to approve New Board Policy 5131.11 – Electronic Signaling Devices was adopted unanimously.

## 3. Consent Agenda

It was moved and seconded (Tracy/Reynolds) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.

- a. **Personnel Report, P10-02-03.** The Board approved the following Personnel Items: Certificated: New Hire – Substitute Teacher Jill Baran-Scott. *Classified:* New Hires – Substitute Custodian Sergio Abundez, Classified Substitute Phyllis Ferris, Instructional GATE Specialist Mary Robbins, Food Service Worker Maria Segura. Release – Food Service Worker. Resignation – Food Service Worker Maria Cordero, Paraprofessional II Linda Harman. Retirement – Custodian Mark Goddard.
- b. **Extra Duty/Extra Pay Report, P11-02-03.**
- c. **Change Orders for LCHS 600 Building, R98-02-03.**
- d. **Special Activity: Bio-Diversity Workshop and Tropical Rainforest and Coastal Exploration, R94-02-03**
- e. **Special Activities: 5<sup>th</sup> Grade Trip to Valley Forge/Catalina Marine Institute, R103-02-03**
- f. **Special Activities: Band Overnight/Orchestra to San Diego, Drum Line to Dayton, Ohio, R104-02-03**
- g. **Purchase Order List #7.**

### **SIGNATURE ON CODE OF ETHICS**

The Board members all signed the Code of Ethics (Board Bylaw 9271).

### **ELECTION OF OFFICERS, President, Vice President, Clerk**

Mrs. Dalbeck opened the floor to nominations for President. Mr. Beattie nominated Mrs. Reynolds, seconded by Mr. Tracy. Mr. Dietel nominated Mr. Tracy, seconded by Mr. Beattie. Hearing no further nominations, Mrs. Dalbeck declared nominations for President closed. Both candidates said that they would be pleased to serve. The Board conducted a written ballot. In a 3-2 vote, Mr. Tracy was elected as Board President.

Mr. Tracy then opened the floor to nominations for Vice President. Mrs. Reynolds nominated Mr. Beattie, seconded by Mrs. Dalbeck. Hearing no further nominations, Mr. Tracy declared nominations for Vice President closed. Mr. Beattie was unanimously elected Vice President.

Mr. Tracy then opened the floor to nominations for Clerk. Mr. Beattie nominated Mr. Dietel, seconded by Mrs. Reynolds. Hearing no further nominations, Mr. Tracy declared nominations for Clerk closed. Mr. Dietel was unanimously elected as Clerk.

### **2003 BOARD APPOINTMENTS/DISCUSSION OF LIAISONS TO COMMUNITY ORGANIZATIONS**

The Board discussed and reached consensus on the liaisons to community organizations (please see attached list).

### **COMMUNICATIONS**

Mrs. Reynolds presented a plant to Mrs. Dalbeck on behalf of the Board and thanked her for her service as president for the past year. Dr. Leabo acknowledged how much she enjoyed working with Mrs. Dalbeck this past year.

Mrs. Dalbeck thanked everyone and commented that she feels proud of the accomplishments the district has made. She presented thank-you gifts to the Cabinet and Board members.

Mr. Beattie commented on how well the Board has been represented by Mrs. Dalbeck. He thanked her for an outstanding job in the face of difficult circumstances.

Mr. Dietel commented that he has never known anyone who has taken a voluntary position and made it a job. He said that the entire school district is much better for it. He said that Mrs. Dalbeck helped each of the Board members individually and as a group and encouraged them to do more things than they might otherwise have done.

Mrs. Reynolds commented that Mrs. Dalbeck provided a good model as a president with her integrity and fairness.

Mr. Tracy commented that next year will be a daunting year. He said that Mrs. Dalbeck has set the standard, and he is very grateful that so much was accomplished this year. Mrs. Dalbeck also facilitated a seamless transition when the new Board members were elected.

Mrs. Dalbeck invited the Board and Cabinet to a holiday dinner at her home on Dec. 17 at 6:00 p.m.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:50 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, January 14, 2003, at 7:00 p.m. in the La Cañada High School Information Resource Center.

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Sue Leabo, Superintendent  
Secretary to the Governing Board

**MINUTES APPROVED**

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Ron Dietel, Clerk

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Date